

SPEDS TRAINING WORKSHOP

Center for Statistics
U.S. Department of Education

More Than Two Year Institutions



SIMULATIONS
~
LESS THAN TWO YEAR INSTITUTIONS

INTRODUCTION

- I COMPLIANCE REPORT (C3)
- II FALL ENROLLMENT IN OCCUPATIONALLY SPECIFIC PROGRAMS REPORT (EP)
- III FALL ENROLLMENT REPORT (EF3)
- IV TOTAL INSTITUTIONAL ACTIVITIES REPORT (EA3)
- V ANSWER KEYS

INTRODUCTION

This set of simulations is to be used in conjunction with a counterpart "Compendium of Survey Instructions". It contains a simulation for each survey contained in the "Compendium". Each simulation contains two basic elements.

Instructions. These instructions describe the purpose of the exercise and identifies the materials to be used in its implementation.

Data Base. The data base is the key element of the exercise. It is a simulation of the data base that an institution would be operating from in completing the survey. The simulation itself involves using the data contained in the data base to complete the survey form.

Job Aid. For some simulations, Expand has created job aids. These are quick reference tools which provide guidance to various entries in the survey.

Finally, there are a set of answer keys at the back of the workbook. These are to be used for determining whether the solutions to the simulations are correct.

COMPLETIONS REPORT

Completions Survey
C3

Materials Provided

- Simulated Data Base
- Simulated Computer Generated Surveys from CS
- Simulated Survey Forms
- "Completions Map" Job Aid
- "If/Then" Job Aid

Task

- Working alone or with others at your table, complete the survey using the data from the appropriate simulated Data Base.

Additional Guidance

- The simulation does not call for entries in all lines and columns. Do not assume a mistake where there is no entry.
- The exercise can be completed using the simulated Data Base and the Job Aids. However, if additional assistance is needed, instructions are found with the survey forms.

**SIMULATED DATA BASE
POSTSECONDARY COMPLETIONS (C3)**

Name	Field of Study	Award/ Duration*	Race	Sex
Jamie Mills	Automotive Mechanics	Certificate 1350	B	F
Celia Hernandez	Automotive Body Repair	Certificate 1200	H	F
James Allen	Construction Equipment Operation	Certificate 1200	W	M
Douglas Anthony	Truck and Bus Driving	Certificate 600	W	M
S. Albrecht	Small Engine Repair	No Certificate 900	W	F
P. Hilliard	Carpentry	1200	B	F
Juan Williams	Tile Setting	750	H	M

*Contact Hours

IF:**THEN:**

1. Student earns two different degrees within the reporting period,	report <u>each</u> of the two awards in its appropriate classification.
2. Student graduated with split major, If not possible to determine area of specialization,	report degree in area of greater specialization, if possible. report in program closest to the combination.
If not possible to determine area of specialization, and split involves two specialities within a division,	report under "general" (usually 0101).
If split involves more than one discipline division.	report in area of greater specialization.
3. Student graduates with double major	report in field in which degree was awarded.
4. A program doesn't seem to fit within the cip framework,	either: a. list by name under "other", or b. place in "general" category.
5. You award an honorary degree	do not report it.
6. Award requires: Less than 2 sem. or 3 qtrs. At least 30 semester hours, but less than 60 At least 60 semester hours,	report as: "Less than 1 year" "At least 1, but less than 2 years" "At least 2, but less than 4 years"

IF:

THEN:

7. Student is prepared to teach,
AND went through a program that
specifically prepared him/her to
teach,

report under discipline division 13,
"Education".

OTHERWISE,

report the *dé*gree under its general
classification (e.g., French under
Foreign Languages).

8. Student receives Ph.D.

report according to major field of
study, not as a degree in Philosophy.

9. Student is a non-resident
alien,

do not report racial/ethnic descrip-
tion. Report in space provided.

10. A program involves two
very different disciplines,

report under division 30, "Multi-
disciplinary".

11. Student receives Doctor of
Arts degree,

report as Post-master's certificate.

FALL ENROLLMENT IN OCCUPATIONALLY SPECIFIC PROGRAMS REPORT

INSTRUCTIONS

Simulation Exercise Fall Enrollment in Occupationally Specific Programs (EP)

(For Less Than Two-Year Institutions)

Materials Provided

- Simulation copies of the Fall Enrollment Survey.
- A simulated Student Data Base for this survey.
- A CIP Code Listing (from Completions Module).

Task

- Complete the form by identifying the CIP categories in the Student Data Base and assigning the students by race and sex.

Additional Guidance

- Use the CIP Handbook from the Completions Module. The instructions with the forms provide additional guidance.

Simulated Data Base Occupational/Enrollments (EP)

XYZ School of Business and Crafts

<u>Program</u>	<u>Student</u>	<u>Race</u>	<u>Sex</u>
Carpentry	Connie Ferrar	B	F
	Carl Ford	W	M
Accounting	Ann Brown	W	F
	Kathy Whitehead	B	F
	George Maddox	Hispanic	M
Business Data Entry	Seth Liebler	W	M
Office Products Mktg.	Ann Parkman	B	F
Electrician	B.J. Jones	W	F
	George Kreger	B	M
	Anthony Clark	W	M
	Sue Lee	Chinese	F

FALL ENROLLMENT REPORT

INSTRUCTIONS

Simulation Exercise Fall Enrollment Report (EF3)

Materials Provided

- Simulation copies of the Fall Enrollment Survey.
- A simulated Student Data Base.
- A "Job Aid" to assist in determining if and how a student shall be counted.

Task

- Working as individuals or with others at your table, use the information provided in the simulated Data Base for this survey to complete the copies.

Additional Guidance

- The Data Base does not contain sufficient information for all lines/items on the survey. Participants should not consider lack of data for any entry to be an indication of an error.
- If additional guidance beyond the "Job Aid" and the lecture information are required, review the instructions with the simulation copies.

SIMULATED DATA BASE - EF3

Name	Race	Sex	Age
Ann Jones	R	F	19
Ailany Hart	W	F	18
John Carlos	Hisp.	M	21
James Jones	W	M	17
Carol Davis	W	F	22
Harriet Holms	B	F	32
Michael Tolstoy	W	M	21
Phil Reynolds	W	M	24
Paul Smith	W	M	19
Lee Chung	Asian	M	19

FALL ENROLLMENT SURVEY

PART A

IF STUDENT IS:**THEN:**

1. enrolled in courses that are part of a vocational or occupational program, even if it is off-campus, include in report.
2. a high school student taking regular college courses for credit, report in classification in which they are recorded by institution.
3. enrolled exclusively in courses not creditable toward a formal award or vocational program, do not report.
4. exclusively auditing classes, do not report.
5. studying abroad and if their enrollment at this institution is only an administrative record and the fee is nominal, do not report.
6. at a branch campus located in a foreign country, report in Part C, question 3.

INSTITUTIONAL ACTIVITY REPORT

INSTRUCTIONS

Simulation Exercise Institutional Activity (EA3)

Materials Provided

- Simulation copies of the Institutional Activity Surveys (EA3).
- Simulated Student Data Base for EA3.

Task

- Working on your own or with others at your table, use the information provided in the simulated Data Base to complete the Institutional Activity Survey.

Additional Guidance

- If additional guidance is necessary, review the instructions with the simulation survey forms.

SIMULATED DATA BASE EA3

NAME	COURSE	CONTACT HOURS	AGE	SEX
Jay Johnson	Basic Photography	30	19	M
Mary Baines	Color Printing	30	24	F
Hale Hansen	Still Life	15	26	M
Bejay Bronson	Advertising Imagery	15	27	F
Debbie Laces	Journalistic Photography	30	20	F
Debbie Laces	Portrature	30	20	F
Jay Johnson	Black and White Printing	30	19	M
Mary Baines	Portrature	30	24	F
Dee Arbus	Surrealism	30	65	F
Al Steiglitz	Basic Photography	30	Unknown	M

SIMULATION ANSWER KEYS

POSTSECONDARY COMPLETIONS (C3)
July 1, 1986 - June 30, 1987

ABC TRAINING INSTITUTE

Identification Number: _____

Name of Respondent _____

Title: _____

Phone Number: _____

SECTION I: PROGRAM COMPLETIONS

Program Title (2)	Awards Of Less Than 1 Academic Year		Awards Of At Least 1 But Less than 2 Academic Years	
	Men (3)	Women (4)	Men (5)	Women (6)
47 Mechanics and Repairers				
43 Automotive Body Repair				1
44 Automotive Mechanics				1

LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW:

0 Total (Sum of 6-digit specialties)							
ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE:							
0-1 Non-Resident Alien							
0-2 Black	Non-Hispanic						

POSTSECONDARY COMPLETIONS
July 1, 1986 - June 30, 1987

July 1, 1986 - June 30, 1987

ABC TRAINING INSTITUTE

Identification Number:	Name of Respondent	Title:	Phone Number:
<div style="text-align: center;"> ABC TRAINING INSTITUTE </div>			

MEASUREMENT COMBINATIONS

A. SECTION I: PROGRAM CATEGORIES		Awards of Less Than 1 Academic Year		Awards of At Least 16 Less than 2 Academic Years	
Program Title		Men	Women	Men	Women
Program	Category	(3)	(4)	(5)	(6)
18	(2)				

49 Transportation and Material Movement

Sensory Environment

Construction Equipment
Operation

卷之二

05 Truck and Bus Driving

11 of 11

LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW:

卷之三

113

11 of 11

卷之三

ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS LISTED ABOVE.

Non-Resident Alien

卷之三

00-2 Black, Non-Hispanic

LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW:

ON THE LINES IMMEDIATELY BELOW. SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TRIALS HELD UNTIL NOVEMBER.

SECTION II: ADDITIONAL PROGRAMS

Identification Number:

Name of Respondent

Trial

Phone Number:

DISPARITY BY RACIAL/ETHNIC STATUS

**PART B - ENROLLMENT SUMMARY OF
STUDENTS BY AGE**

AGE	Line No	Men		Women	
		(1)	(2)		
Under 18	01	1			
18 - 19	02	2		2	
20 - 21	03	2			
22 - 24	04	1		1	
25 - 29	05				
30 - 34	06			1	
35 - 39	07				
40 - 49	08				
50 - 64	09				
65 and Over	10				
Age Unknown	11				
TOTAL ALL STUDENTS (Lines 1-11)	12	6		4	

TOTAL INSTITUTIONAL ACTIVITYEA3
Page 1
Form A
OMB N
Approv**SIMULATION SURVEY RESPONSE**

Garrett Park Photography Salon

Identification No.

Name of Respondent:

Title:

Phone Number:

covered by this report July 1 to June 30 or _____ to _____**A - CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD**contact-hours of instruction received by
dents in all activities/courses

Line No.	
01	270

B - NUMBER OF CONTACT HOURS ATTEMPTED IN REMEDIAL COURSES

None hours

Are these included in part A? Yes No**Part C - UNDUPPLICATED COUNT OF STUDENTS EVER ENROLLED IN A TWELVE-MONTH PERIOD**

Total number of students

Line No.	
01	7

